

CLERK TO THE BOARD

DESCRIPTION

The office of the Clerk to the Board of Supervisors is responsible for coordinating the official meetings of the Board of Supervisors and for preserving the minutes and records of the Board. Official meetings include regular Board meetings, Board Committees, School Board liaison meetings, and all other meetings where three or more Board members plan to be present. In cooperation with Public Affairs, the clerk ensures that all meetings are properly advertised and publicized.

The clerk's office prepares summary minutes of all Board meetings and is responsible for the preparation of the Board agendas. Other duties include handling inquiries from the public and assisting with Board members' calendars. The clerk's office maintains rosters of Board and committee appointees and their terms.

FINANCIAL ACTIVITY

	FY2001 Actual	FY2002 Adopted	FY2003 Adopted	FY2004 Planned	Change FY2002 to FY2003	Change FY2003 to FY2004	FY2005 Projected	FY2006 Projected
Personnel	\$96,723	\$101,200	\$101,500	\$101,500	0.3%	0.0%	\$101,500	\$101,500
Operating	109,037	102,900	106,000	106,000	3.0%	0.0%	106,000	106,000
Capital	<u>3,570</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0%	0.0%	<u>0</u>	<u>0</u>
Total	\$209,330	\$204,100	\$207,500	\$207,500	1.7%	0.0%	\$207,500	\$207,500
Revenue	<u>22</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0%	0.0%	<u>0</u>	<u>0</u>
Net Cost	\$209,308	\$204,100	\$207,500	\$207,500	1.7%	0.0%	\$207,500	\$207,500
FT Pos.	2	2	2	2	0	0	2	2

BUDGET ANALYSIS AND EVALUATION

The office of the Clerk to the Board plays an important role in providing quality customer service and communications with customers on behalf of the Board of Supervisors and county government.

The department's budget includes a modest overall increase for FY2003. Operating costs include printing, postage, and advertising costs for the Board of Supervisors. Workload impacts on the

clerk's office are directly related to the actions and operations of the Board of Supervisors.

During the FY2003 budget process, departments were directed to develop and submit budget requests which included potential spending reduction plans. The FY2003 budget for this department reflects an approximate 1.5% reduction in expenditures (excluding merit increases) due to a slowdown in the national and regional economy.

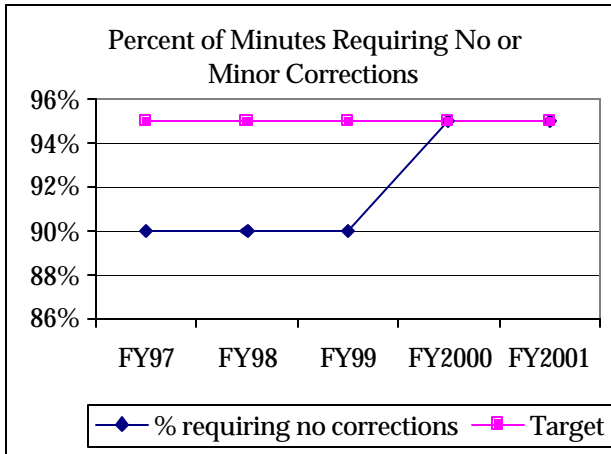
CLERK TO THE BOARD

HOW ARE WE DOING?

Goal: Serve as a liaison for the Board of Supervisors in order to facilitate the organization and transfer of information related to official meetings. Supports Countywide Strategic Goal Number 2.

Objective: Accurately transcribe and prepare minutes for all Board of Supervisors meetings

Measure: Percent of minutes requiring no or minor corrections



Initiatives

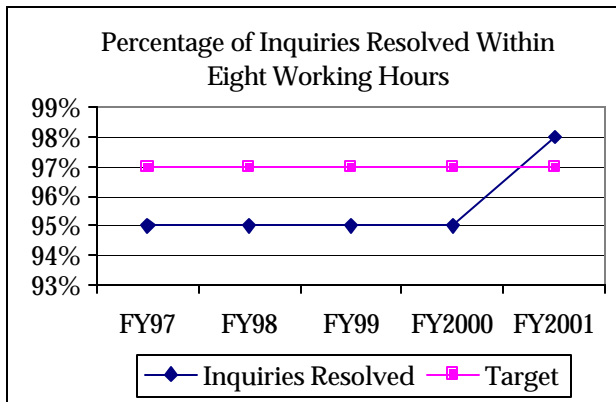
- Participation in the Clerk's Institute
- Cross-training
- Creation of the Board Bits
- Standard Operating Procedures/ Flowcharts
- Customer surveys

Note: FY2000 was the first year the clerk's office tracked data on the number of minutes requiring corrections. The results indicated for FY97 through FY99 are estimates.

Goal: Serve as a liaison for the Board of Supervisors in order to facilitate the organization and transfer of information related to official meetings. Supports Countywide Strategic Goal Number 2.

Objective: Provide quality assistance to citizens and staff. Effectively manage inquiries that involve the official records of the Board of Supervisors

Measure: Percentage of inquiries resolved/answered within 8 working hours



Initiatives

- Customer feedback
- Customer service standards

Note: FY2000 was the first year the clerk's office tracked data on the percentage of inquiries resolved within eight working hours. The results indicated for FY96 through FY99 are estimates.

CLERK TO THE BOARD

WHERE ARE WE GOING?

The clerk's office plans to participate in a countywide document imaging project which will greatly enhance the services provided by the office. Document imaging has the potential to significantly reduce the amount of time needed to do research and record documents. Imaging will allow for permanent filing of agenda packets, Board correspondence, and

minutes, all of which would be accessible within minutes. A document imaging system was included in the Capital Improvement Program for FY2002.

Increases in future year projections, if any, reflect the operating impact of the opening of new facilities.